

ITC-RFQ-01-0008

QUESTION AND RESPONSE:

Question. “For evaluation purposes, is it best to provide a full explanation in a narrative response to those items identified in the Statement of Work and include as an appendix the SOW Requirements matrix (SOW Attachment B) with a general compliance response indicated in the "How the Requirement is Met" column, and/or provide full details in both a narrative response and in the SOW Attachment B matrix?”

Response: The guidance for completing SOW, Attachment B as well as SOW, Attachment A, Tab 1 is contained in General Instructions to Offeror, Section 12, “Statement of Work Structure and Table Completion.” These tables should assist the offeror to ensure that the offeror addresses all requirements.

The determination as to which requirements should be addressed in a table and for which the table should provide only a brief summary and/or an expanded statement and/or reference to another location should be made by the offeror. When providing reference to another location, the offeror’s reference should be specific.

The underlying goal should be to ensure that all requirements are fully addressed and that the responses are easy to find, readable, and clearly written.

The offeror should note that the tables provided have been made available in electronic format (MS Word) on the USITC Solicitations InfoCenter ([http://info.usitc.gov/usitcsol.nsf/\(\\$All\)?OpenView](http://info.usitc.gov/usitcsol.nsf/($All)?OpenView)), as part of the RFQ posted on 9/26/01. The offeror may expand the size of the table cells in order to accommodate responses, as the offeror deems appropriate to address the requirements.